



NY Courts - Court Officer Trainee Scheduling Guide

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Purpose of Guide

This guide will show you how to schedule your appointment using the self-scheduling link received via email. It will also show you how to reschedule and/or cancel your appointment, if needed.

How to Schedule an Appointment

1. In your invite email (Figure 1) there is a link that will allow you to self-schedule your appointment for the Court Officer Trainee Exam.
2. Click on the link to start the process.
3. Take note of the “Applicant ID” value as you will need that number in the next step of the process.

Figure 1

From: UnifiedCourtSystemExam at nycourts.gov <no-reply@panpowered.com>

Sent: Wednesday, June 30, 2021 2:52 PM

To: XXXXX

Subject: NYS Court Officer-Trainee Examination 45-834 Scheduling Link (Do not reply to this e-mail)

Dear Ryan Test,

The NYS Court Officer-Trainee multiple-choice, computer-based examination will be administered by Talogy. Schedule your exam today by clicking on the following link:

https://tara.vitapowered.com/workflowengine/workflow/nycourts_ExistingEmployees/start/5a1698b8-9c6b-49a4-bc1b-591c957e305d. You must register using the exact first and last names that are on your government issued identification which you will bring to the test center.

In order to complete the scheduling process you will need your **Applicant ID: 1234567**

Please Note: Test center availability changes daily. The Talogy team monitors site capacity throughout the day. If your preferred time/date is not available, please check back daily.

If you have questions, please access our FAQs link located at: <https://ww2.nycourts.gov/cot2023.html>.

Figure 2

1. Next you will be presented with the EEO Survey as shown below.
2. On the second screen, also shown below, is where you will need to enter your Applicant ID.

EEO Data Collection Questionnaire

The following information you provide will assist us in evaluating the success of the court system's recruitment and outreach efforts. This information is filed with the Office of Court Administration and is maintained separately from your test results, and on a confidential basis. This questionnaire is voluntary, but we encourage you to complete it. It will have no impact on your test result or the selection process.

1. **APPLICANT ID#** (7-Digit Number in your email)

2. **YEAR OF BIRTH (YYYY)**

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Figure 3

1. Read through the Testing Procedures.
2. The figure below shows you an example of the procedures that will help you prepare and arrive for your appointment at the Test Center.
3. Click “Continue” at the bottom of the screen after reading all the instructions.

 Procedures & Terms

 Select Location & Time

 Confirm Appointment

Test Scheduling Procedures

Before you schedule online, please be sure you read and understand the instructions below.

When you have read and fully understand these instructions, please check the 'Yes' box and click the 'Continue' button below.

Please Note: All appointments must be scheduled at least 24 hours in advance of the appointment date and time.

Identification

You need to arrive at the test center fifteen (15) minutes prior to the beginning of your test appointment to allow time for the check-in process. If you are more than fifteen (15) minutes late for your scheduled appointment, you may not be permitted to test. Please be sure to take care of any personal needs before appointment check-in.

Upon arrival, you will be required to present one official, valid piece of identification that meets the following requirements:

- The ID must be issued by Federal or State Government and must be a Driver's License, U.S. State Issued ID Card, U.S. Passport, U.S. Military ID, U.S. Resident Card/Green Card, U.S. Employment Authorization/Document, U.S. Government issued Visa, U.S. Territory ID (Puerto Rico, Guam, etc.).
- Student IDs are also acceptable.
- The ID must bear a PHOTO.
- The ID must be original. No photocopies or faxes will be accepted.
- The ID must also be current (non-expired) and legible.
- The ID must contain an identical name when compared with the name listed on this scheduling site. If you need to make a change, please do so now by accessing your Profile and editing your personal information.

If you arrive at the test center without an ID that meets the above requirements, you will not be permitted to test. If appropriate, you should also bring your login

[CONTINUE >](#)

Figure 4

1. Next you will be allowed to indicate where you want to test and a date range to review test center availability.
2. Enter the city and state of either your residence or a zip code close to where you want to schedule your appointment.
3. By default, a 2-week window is selected for the range of dates you want to search. Adjust this time by selecting a new date on the calendar after clicking on the date field.
4. Click the “Search” button. This will show you available times for your appointment.
5. Click on the button that has the time of the appointment you wish to select.

Procedures & Terms Select Location & Time Confirm Appointment

Carmel, IN 46032, USA 100 200 300 400 mi km

07/03/2021 → 07/10/2021 America/New York (Eastern) Any Time

SEARCH

Available Locations: 1

Carmel - Demo
📍 0.00 miles away

11590 North Meridian St not a test center do not schedule here, Ste 200 please cancel if you have scheduled an exam here, Carmel, IN 46032

Saturday 07/03

08:00 AM - 12:00 PM

08:00 AM - 12:00 PM

12:00 PM - 04:00 PM

04:00 PM - 08:00 PM

04:00 PM - 08:00 PM

Carmel - Demo
5 Times
11590 North Meridian St not a test center do not schedule here, Ste 200 please cancel if you have scheduled an exam here, Carmel, IN 46032

← BACK

Figure 5

1. Next you will be asked to confirm your appointment.
2. The confirmation requires your phone number in case you need to be contacted for rescheduling.
3. Click “Schedule Appointment” when ready to complete your transaction.

The screenshot shows a web interface for confirming an appointment. At the top, there are three tabs: "Procedures & Terms" (with a list icon), "Select Location & Time" (with a calendar icon), and "Confirm Appointment" (with a checkmark icon). The main heading is "Confirm Your Appointment". Below this, a light blue box contains the exam details: "NYS Court Officer-Trainee Examination", "July 3, 2021", and "8:00 AM - 12:00 PM America/New York (Eastern) (240 minutes)".

Below the exam details, there is a "Phone Number" section with a text input field containing the placeholder "Enter Your Phone Number" and a small phone icon on the right. Below the input field, the text "Phone Required" is displayed in red. Underneath is the "Location" section, which lists "Carmel - Demo" and provides the address: "11590 North Meridian St not a test center do not schedule here", "Ste 200 please cancel if you have scheduled an exam here", and "Carmel, IN 46032". A "VIEW MAP" button with a location pin icon is positioned below the address.

At the bottom of the page, there are two buttons: a grey button with a left arrow and the text "< BACK" on the left, and a dark blue button with a checkmark and the text "SCHEDULE APPOINTMENT" on the right.

Figure 6

1. Once your appointment has been confirmed, you will see an appointment confirmation onscreen.
2. The screen will display relevant information including: Name, Date, Time, Address, Directions, and relevant check-in details on the day of testing.

NYS Court Officer-Trainee Examination

Appointment Information

Ryan Test
July 3, 2021
8:00 AM - 12:00 PM America/New York (Eastern) (240 minutes)

Scheduling Procedures

Test Scheduling Procedures

Before you schedule online, please be sure you read and understand the instructions below.

When you have read and fully understand these instructions, please check the 'Yes' box and click the 'Continue' button below.

Please Note: All appointments must be scheduled at least 24 hours in advance of the appointment date and time.

Identification

You need to arrive at the test center fifteen (15) minutes prior to the beginning of your test appointment to allow time for the check-in process. If you are more than fifteen (15) minutes late for your scheduled appointment, you may not be permitted to test. Please be sure to take care of any personal needs before appointment check-in.

Location

Carmel - Demo
11590 North Meridian St not a test center do not schedule here
Ste 200 please cancel if you have scheduled an exam here
Carmel , IN 46032
877-449-8378

Driving Directions

IF YOU HAVE SCHEDULED AT CARMEL DEMO, PLEASE CANCEL AND RESCHEDULE. THIS IS NOT A TEST SITE LOCATION. Head east on E Main St toward Beechmont Dr. At the traffic circle, take the 1st exit onto the Keystone Pkwy ramp. Merge onto Keystone Pkwy. Continue onto N Keystone Ave. Use the right lane to take the Interstate 70 West ramp. Merge onto I-70 W. Use the right 2 lanes to take exit 83A for Ohio St. Continue onto E Ohio St. Turn left onto N Park Ave. Turn right onto E Washington St. Turn right onto N Meridian St. You will see two red houses next to each other and an Apple store in front of the building.

[Directions to Appointment](#)

Use the directions above to choose your driving route. The link is also being provided, however the mapping website is not affiliated with the testing comand therefore their directions might not be accurate

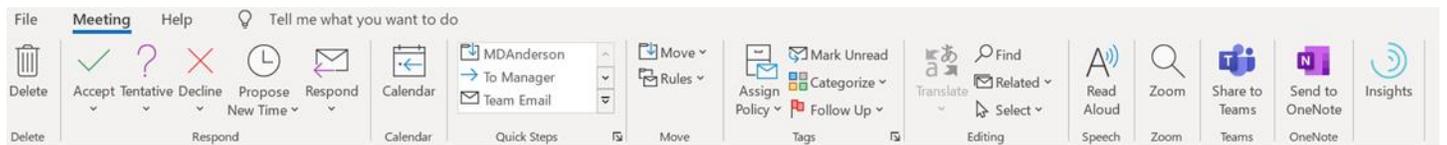
Need to cancel or reschedule?

[Reschedule Appointment](#)

[Cancel Appointment](#)

Figure 7

1. In addition to the onscreen appointment confirmation, you will also receive an appointment request email with similar information. The figure below shows an example of the meeting appointment messaging.
2. This meeting request can be added to your calendar to allow you to access on the day of your scheduled appointment.



Dear Ryan Test,

Your appointment for the NYS Court Officer-Trainee Examination is confirmed. Your appointment details are listed below:

When:
Saturday, July 3, 2021 - 8:00 AM America/New York (Eastern)

Where:
Carmel - Demo, 11590 North Meridian St not a test center do not schedule here
Ste 200 please cancel if you have scheduled an exam here
Carmel, IN 46032, 877-449-8378

Driving Directions:
IF YOU HAVE SCHEDULED AT CARMEL DEMO, PLEASE CANCEL AND RESCHEDULE. THIS IS NOT A TEST SITE LOCATION. Head east on E Main St toward Beechmont Dr. At the traffic circle, take the 1st exit onto the Keystone Pkwy ramp. Merge onto Keystone Pkwy. Continue onto N Keystone Ave. Use the right lane to take the Interstate 70 West ramp. Merge onto I-70 W. Use the right 2 lanes to take exit 83A for Ohio St. Continue onto E Ohio St. Turn left onto N Park Ave. Turn right onto E Washington St. Turn right onto N Meridian St. You will see two red houses next to each other and an Apple store in front of the building. Use the directions above to choose your driving route. The link below is provided here to help you. However, the mapping website is not affiliated with the testing company and therefore their directions might not be accurate.

Map:
<http://maps.google.com/maps?&q=11590+North+Meridian+St+not+a+test+center+do+not+schedule+here.+Carmel,+IN+46032>

***For Test Center closures due to severe weather, power outages or other unexpected reasons please check the following link:**

[Check Center Closures](#)

As a candidate, you are responsible for checking this link prior to leaving for your appointment to verify that your center has not been closed (inclement weather or other issues).

Plan on being at the test site for **four (4) hours** which includes check-in, set-up tasks and examination. The actual examination time is three hours and 15 minutes which includes the memory portion at the beginning of the examination.

Cancel/Reschedule: You may reschedule (subject to availability) or cancel up to **24 hours before** your appointment. It is your responsibility to cancel or reschedule your appointment. Do not contact the test center to cancel or reschedule as they do not have the ability to assist. You can cancel or reschedule by clicking on the below link. You are not able to cancel or reschedule once you are within the 24-hour window before your appointment.

Identification

Upon arrival, you will be required to present one official, valid piece of identification that meets the following requirements:

- The ID must be issued by Federal or State Government and must be a Driver's License, U.S. State Issued ID Card, U.S. Passport, U.S. Military ID, U.S. Resident Card/Green Card, U.S. Employment Authorization/Document, U.S. Government issued Visa, U.S. Territory ID (Puerto Rico, Guam, etc.).
- Student IDs are also acceptable.
- The ID must bear a PHOTO.
- The ID must be original. No photocopies or faxes will be accepted.
- The ID must also be current (non-expired) and legible.
- The ID must contain an identical name when compared with the name listed on this scheduling site. If you need to make a change, please do so now by accessing your Profile and editing your personal information.

If you arrive at the test center without an ID that meets the above requirements, you will not be permitted to test. If appropriate, you should also bring your login information (Login ID and Password).

Please be sure to read the following instructions carefully:

- **Arrival:** You need to arrive at the test facility 15 minutes prior to your appointment. If you are more than 15 minutes late to your appointment, you may not be permitted to test. Please be sure to take care of any personal needs before you check in for your appointment.
- **Personal Items:** Please do not bring any unnecessary personal items to your assessment appointment. Your scheduled test center will have limited storage space for any personal items such as jackets and purses, but no personal items are allowed in the testing room. Items prohibited from the testing room include, but are not limited to: computer discs, electronic devices, firearms, knives, weapons, purses, briefcases, backpacks, books, reading material, calculators, notebooks, cell phones, pagers, umbrellas, pencils, pens, erasers, watches, smart watches, wallets, Google glasses, jackets, outerwear, sweaters, hoodies, hats, scarves, etc. Applicants who violate this policy will be disqualified from the test and not permitted to reschedule. We also ask that you do not have anyone accompany you into the test center as there is not adequate space for visitors.
- **Cheating:** Cheating is prohibited during all Proctored Assessments. Any attempt to copy and/or distribute test information, and/or attempt to get test answers from the internet, software programs, hard copy materials, other test takers, etc. is strictly prohibited. Applicants who violate this policy will be disqualified from the test and not permitted to reschedule.
- **Breach in Policy:** It will be considered a breach in testing policy if you possess any documents and/or electronic devices (including cell phones) or access a non-testing website while inside the testing room. Any breach in testing policies may result in your immediate dismissal. Your test materials will be collected, you will not be permitted to complete your exam, and you will be instructed to leave the test center at that time. Applicants who violate this policy will be disqualified from the test and not permitted to reschedule. In addition, applicants who attempt to copy and/or distribute test information may be criminally prosecuted.
- **Test Center Closures:** You are responsible for verifying that your test center has not been closed due to inclement weather, power outages or other issues. Prior to your appointment, click on the following link to check for test center closures:

<https://evm.vitapowered.com/ProctorConsole/ResourceClosureStatus/ResourceClosureStatus.aspx>

How to Reschedule an Appointment

1. If you need to reschedule your appointment, you can do so up to 24 hours before the appointment.
2. To reschedule, click the “Reschedule” button in your Appointment Confirmation email seen in Figure 7. This will then take you to the below screen. (Figure 8)
3. If it is 24 hours or more before your appointment you will see the “Reschedule Appointment” button at the bottom of the screen.
4. Click the “Reschedule Appointment” button to go back to the scheduling screens and reschedule your appointment.

Figure 8

NYS Court Officer-Trainee Examination Appointment Information

Ryan Test
July 3, 2021
8:00 AM - 12:00 PM America/New York (Eastern) (240 minutes)

Scheduling Procedures

Test Scheduling Procedures

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When you have read and fully understand these instructions, please check the 'Yes' box and click the 'Continue' button below.

Please Note: All appointments must be scheduled at least 24 hours in advance of the appointment date and time.

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Directions to Appointment

Use the directions above to choose your driving route. The link is also being provided, however the mapping website is not affiliated with the testing comand therefore their directions might not be accurate

Need to cancel or reschedule?

Reschedule Appointment

Cancel Appointment

How to Cancel an Appointment

1. If you need to cancel your appointment, you can do so up to 24 hours before the appointment.
2. To cancel, click the “Reschedule” button in your Appointment Confirmation email seen in Figure 7. This will then take you to the below screen. (Figure 9)
3. If it is 24 hours or more before your appointment you will see the “Cancel Appointment” button at the bottom of the screen.

Figure 9

NYS Court Officer-Trainee Examination Appointment Information

Ryan Test
July 3, 2021
8:00 AM - 12:00 PM America/New York (Eastern) (240 minutes)

Scheduling Procedures

Test Scheduling Procedures

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Directions to Appointment

Use the directions above to choose your driving route. The link is also being provided, however the mapping website is not affiliated with the testing command therefore their directions might not be accurate

Need to cancel or reschedule?

Reschedule Appointment

Cancel Appointment